
Appendix D

Results of Responsibilities/KSAO Matrix Ratings

0 = Not Relevant 1 = Enables Performance of the Responsibility		RESPONSIBILITIES													
		Critical Incidents													
		17.75 17.08 16.18 15.65 15.38 14.76 14.69 12.75 12.51													
		F. Training. H. Emergency Medical Services. L. Incident Management Systems. M. Water supply for firefighting A. Management. K. Safety Accident Prevention. G. Building Construction. E. Fire Alarm and Fire Company Communications. B. Municipal Fire Protection.													
		1 1 0.6667 0.6667 0.3333 1 0.3333 0.6667 0.3333													
V. Completes required reports and forms.		V	16.29												
G. Provides leadership in the proper placement of hose lines to ensure an effective fire attack, which will confine and extinguish hostile fires in order to prevent, stop, or lessen the loss of life and property.		G	16.06												
GG. Provides counseling and maintains discipline for all subordinate members by enforcing and complying with HFD guidelines, rules and regulation, and all applicable City policies.		GG	15.43												
H. Provides leadership in performing search and rescue operations, which assist victims who may have become unconscious, trapped, lost, or otherwise unable to escape a hostile environment unassisted.		H	15.25												
O. Safeguards all department property from abuse or waste.		O	14.60												

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		F. Training.	H. Emergency Medical Services.	L. Incident Management Systems.	M. Water supply for firefighting	A. Management.	K. Safety Accident Prevention.	G. Building Construction.	E. Fire Alarm and Fire Company Communications.	B. Municipal Fire Protection.	
I. Coordinates activities with other responding crews so that teamwork is accomplished and the emergency is brought under control with minimal effort and resources and in the safest way possible.	I	1	1	1	1	1	1	1	1	1	
Z. Assists in training new employees.	Z	1	1	1	1	1	1	1	1	1	
N. Conducts overhaul operations to ensure complete extinguishment of fire, make a final search for victims, and save any property that can be saved.	N	1	0.6	1	1	0.8	1	1	0.6	0.4	
J. Secures hazardous areas to provide safety for citizens and emergency personnel.	J	1	1	1	0.8	1	1	1	0.8	0.2	
T. Directs and supervises general maintenance work in the upkeep of apparatus, facilities, equipment; and grounds around station; supervise minor repairs; washing and drying hose; washing, cleaning, waxing, maintaining and testing apparatus and equipment.	T	0.8	0.4	0	0.4	0.8	1	0	0.2	0	
W. Maintains inventories of all station, apparatus, and equipment.	W	0.75	0.5	0	0	1	0.5	0	0	0	

<p>0 = Not Relevant</p> <p>1 = Enables Performance of the Responsibility</p>		RESPONSIBILITIES									
		CAPITALS									
		F	H	L	M	A	K	G	E	B	
		F. Training.	H. Emergency Medical Services.	L. Incident Management Systems.	M. Water supply for firefighting	A. Management.	K. Safety Accident Prevention.	G. Building Construction.	E. Fire Alarm and Fire Company Communications.	B. Municipal Fire Protection.	
K. Assumes command at emergency Operations incidents (Haz-Mat, cave-ins, aircraft emergencies, extractions, etc.) and direct operations according to one's level or training, until relieved by a superior officer.	K	12.09									
		1	1	1	0.8	1	1	1	1	1	0.6
Y. Assists with any special projects as assigned by the Senior Captain and District Chief.	Y	11.85									
		0.6	0	0	0	1	0.6	0	0	0	0
EE. Ensures that the member's Texas Driver's license is current at all times.	EE	11.84									
S. Supervises and participates in Tactical Evaluation and Assignment Planning (TEAP) of buildings, hydrants, and other structures in fire prevention/planning programs.	S	11.54									
		1	0.2	0.4	1	1	0.8	1	0.8	1	1
Y. Assists in department supervisory and administrative activities.	Y	10.26									
		1	0.8	0.8	0.6	1	1	0.4	0.4	0.4	
FF. Reports employee changes of address.	FF	9.06									
		0.4	0	0	0	0.8	0	0	0	0	0
P. Directs assigned apparatus in fire prevention activities as assigned.	P	8.53									
		1	0	0.4	0.4	0.8	1	0.6	0.4	0.4	0.4

<div>0 = Not Relevant</div> <div>1 = Enables Performance of the Responsibility</div>			<div>BASIC KNOWLEDGE OF:</div>											
			Criticalities		8.27	7.03	5.42	4.66	18.57	18.61	18.39	16.22	11.43	

<p>0 = Not Relevant</p> <p>1 = Enables Performance of the Responsibility</p>		BASIC KNOWLEDGE OF									
RESPONSIBILITIES		Criticalities	8.27	7.03	5.42	4.66	18.87	18.61	18.39	16.22	11.43
			C		D	Municipal Procurement Practices	A3 Orders and Bulletins	A2 Standard Operating Guidelines	A1 Rules and Regulations	A4 EMS First Responder Protocols	A5 HMRT First Responder Protocols
C. Sizes-up the scene at emergency medical calls, as a first responder, in order to begin providing needed emergency medical intervention to mitigate the problems encountered within the HFD guidelines.	C	18.66	0					1	1		
B. Sizes-up the scene of fire situations in order to employ proper tactics needed to mitigate the problems encountered.	B	18.54	0.8					1	1		
CC. Maintains the station Captain's log while on duty and log any pertinent information about the current day's activities.	CC	17.60	0.2					1	1		
X. Communicates all pertinent information about matters that occurred, while on duty, to one's relief member at the next shift change.	X	17.17	0.6					1	1		
DD. Maintains the personnel records of members assigned to their station and shift.	DD	16.93	0					1	1		
HH. Educates self and subordinates to perform duties and responsibilities of the next higher rank.	HH	16.62	1					1	1		